



Create smart, professional surveys with ease. Choose from over 15 question types that are already configured and ready to go, such as: Multiple Choice, Matrix of Choices, Rating Scale, Text Boxes, and Demographics. Collect responses by email, on a website, blog, Twitter post, and more. Use the responses to create professional charts and graphs of the data and share the results of your survey with others.

## Step 1 – Sign Up at <http://surveymonkey.com>

A screenshot of the SurveyMonkey "Sign Up" page. The page has a light green header with the title "Sign Up" and a link "Already have an account? Sign In »". The main content area is white. On the left, there are four input fields: "Pick a Username:" (with a note "Up to 50 characters, no spaces."), "Choose a Password:" (with a note "Up to 25 characters, no spaces."), "Confirm Password:" (with a note "Same as above."), and "Contact Email:" (with a note "Up to 50 characters."). Below these fields is a checkbox labeled "I'd like to receive communications about SurveyMonkey services and survey tips." and a green "Create Account" button. At the bottom, a small note states: "By clicking 'Create Account', you agree to the Terms of Use and Privacy Policy." On the right, there is a section titled "Sign Up with Your Favorite Account" with the text "Now you can link your accounts and sign up to SurveyMonkey using your Facebook or Google Account." Below this are two buttons: "Sign Up with Facebook" and "Sign Up with Google". At the bottom of this section, a small note states: "By creating an account using your Facebook or Google account, you agree to our Terms of Use and Privacy Policy."

## Step 2 – Create a Survey

Create a Title for your survey.  
You may copy an existing survey or use one of the convenient templates provided by Survey Monkey.

A screenshot of the SurveyMonkey "Create a Survey" page. The page has a white background. At the top, the title "Create a Survey" is displayed in a large, dark grey font. Below the title are three radio button options: "Create a new survey" (which is selected), "Copy an existing survey...", and "Use a survey template...". Below these options is a "Title:" label followed by a text input field. At the bottom of the form are two buttons: a grey "Cancel" button and a green "Continue »" button.



## Step 3 – Edit the Survey

Survey Monkey allows you to choose from twenty different question types, such as multiple choice and open-ended questions. You can use one of their survey templates but you can also customize your survey by changing the color, size, or style. You can even add a logo to your survey. Survey Monkey supports any language, allows you to validate survey responses, allows you to randomize or sort question choices, and allows you to save your survey as a PDF.

Choose the theme for your survey. Many color choices are provided. You may also choose to create a custom theme.

The screenshot shows the 'Edit Survey' page in SurveyMonkey. On the left is a sidebar with links: 'Edit Survey', 'Survey Options', 'Print Survey', and 'Restore Questions'. A blue arrow points from the text 'Choose the theme for your survey...' to the 'Edit Survey' link. The main content area is titled 'Edit Survey' and contains a dropdown menu for selecting a theme. The dropdown is open, showing a list of themes: 'Print Theme', 'Blue Ice', 'Slate', 'Blue Meanie', 'Orange Zest', 'Spring Day', 'Blue Metal', 'Purple Passion', 'Peach Sherbet', 'Dewy Meadow', 'Light Olive', 'Desert Dunes', 'Cloudy Day', 'Sea Green', and 'Yellow Metal'. A 'Create Custom Theme' button is located next to the dropdown. Below the theme selection, there are buttons for '+ Add Page', '+ Add Question', and '+ Add Page'.

Choose your question types. You may choose a variety of questions for your survey. For the Basic account (free), you are limited to ten questions.

The screenshot shows the 'Question' type selection interface. It features a dropdown menu with the text '-- Choose Question Type --'. Below the dropdown, there is a link that says 'Need help choosing a type of question? View our [question examples.](#)'

**TIP: If you choose a “Matrix” type question, you can incorporate many questions into one. This will help gather more information in a Basic account ten question survey.**

- ✓ -- Choose Question Type --
- Multiple Choice (Only One Answer)
- Multiple Choice (Multiple Answers)
- Comment/Essay Box
- Rating Scale
- Matrix of Choices (Only One Answer Per Row)
- Matrix of Choices (Multiple Answers per Row)
- Matrix of Drop-down Menus
- Single Textbox
- Multiple Textboxes
- Numerical Textboxes
- Descriptive Text
- Image
- Demographic Information (U.S.)
- Demographic Information (International)
- Date and/or Time

## Step 4 – Collecting Responses

Survey Monkey allows you to create a simple weblink to your survey and allows you to create a custom popup for your website. You can select collection restrictions, manage your collection list, and collect responses from multiple sources simultaneously. Survey Monkey also supports kiosks or computer labs.

Choose how to collect your responses:

- ➡ Emails
- ➡ Websites
- ➡ Facebook Pages
- ➡ Blogs
- ➡ Banner Ads
- ➡ Twitter Posts

**Survey** [Edit](#)

**Design Survey** **Collect Responses** **Analyze Results**

[Next Step >](#)

Select the method you would like to use to collect responses. We refer to the method that you use to collect responses as a "collector". While most people use only a single collector, you may want to use multiple collectors if you are sending your survey to different groups of people. Each collector can have its own unique settings and restrictions, and can be closed and opened independently. For more information about collectors, visit the [help center](#).

**How Would You Like to Collect Responses?**

- ☒ **Create a link to send in your own email message or to place on a webpage**  
The simplest and fastest way to collect responses. We generate a link for your survey that you can just copy and paste.
- ☐ **Upload your own emails and have us send a survey invitation**  
You can upload your emails, and we will send a survey invitation on your behalf. You can customize the message that is sent, and track who responds in your list.
- ☐ **NEW Add the survey to your website**  
Embed your survey on your website or display your survey in a popup window.
- ☐ **Share your survey on Facebook**  
Easily distribute your survey to your friends and colleagues on Facebook.

**Enter a Name for this Collector:**

Name:  (max 100 characters)

[Next Step >](#)

Easily set limits and allowances to ensure you get just the responses you want:

- ➡ Specify the maximum number of responses
- ➡ Provide a cut off date for responses
- ➡ Require a password to take the survey
- ➡ Restrict responses to 1 per IP address to ensure participants can only take the survey once
- ➡ Allow infinite responses per IP address for computer labs and kiosks

**Collector Restrictions**

☐ **Set a Cutoff Date & Time**  
To stop collecting responses after a particular date & time, click the checkbox a

☒ **Set a Max Response Count**  
Set the maximum number of responses that this collector will accept:

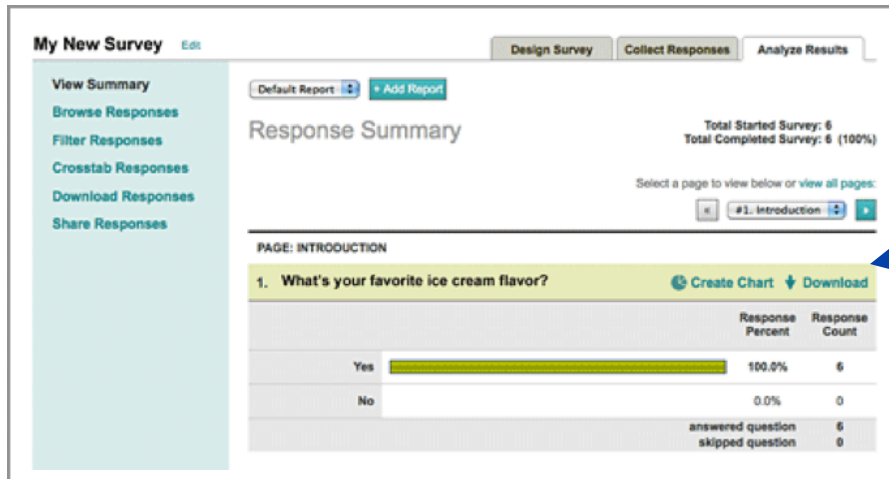
Enter a number greater than current response count of 0.

Need to change the [closed message](#) when a restriction is met?

[Next Step >](#)

## Step 5 – Analyzing Results

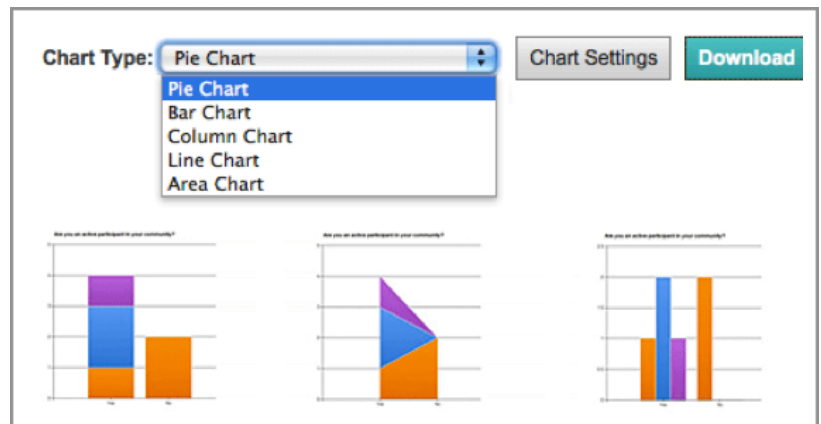
With Survey Monkey, you can view your results in real time, browse individual responses, save results as a PDF, or download your results. You can also share your results with others and filter and cross tab responses.



Download the survey here.

### Professional Charts and Graphs

After downloading the survey, choose a chart type. For the Basic account, you will need to export your survey to Excel to create charts or graphs.



It is free to set up an account on Survey Monkey if you are creating a small survey (100 responses or less). For an additional price, you can create larger surveys with more features. To learn more about setting up an account and getting started on Survey Monkey, watch this [video tutorial](#). Survey Monkey can be a very useful tool for classroom use. Teachers can use it to learn more about student interests or find out what topics students are having trouble with. Teachers may also use it to schedule an event when the most people could attend.



**SurveyMonkey.com**  
because knowledge is everything